

# MONTANA CHEMICAL DEPENDENCY CENTER POLICY AND PROCEDURE MANUAL

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<b>Policy Subject: Disaster Response</b>	
<b>Policy Number: STP 06</b>	<b>Standards/Statutes: ARM 37.27.121</b>
<b>Effective Date: 01/01/02</b>	<b>Page 1 of 4</b>

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**PURPOSE:** To coordinate activities within the facility in the event of a disaster.

**POLICY:** To provide staff and patients with a safe and coordinated plan when responding to an emergency.

**PROCEDURE :** Certain circumstances may occur that requires the implementation of this plan. Circumstances include but are not limited to the following:

- Internal disasters: Fire, explosion, and loss of utilities, bombs or bomb threat.
- External disaster: Earthquake, storms, tornado and poisonous gases, hazardous spills.
- Impending disaster: Fire near MCDC, impending storm alert, tornado, hazardous spills, poisonous gases, etc.

## OBJECTIVES

The primary objective of the plan is to provide a means of safeguarding patients, staff and visitors and to evacuate them if necessary and safeguard the facility.

## EVACUATION PROCEDURES

- Investigate quickly any emergency or impending emergency.
- Remove patient(s) that may be in immediate danger to a safe area.
- SUMMON HELP: Pull nearest alarm station. Announce appropriate emergency code slowly and clearly over intercom (711) three (3) times or use telephone and/or hand held radio if a system is not functioning.
- Call 911 and Butte Convalescent Center 723-6556 and notify them of situation.

## CODES

- **Code Red** - Fire (give location of danger area).
- **Code Brown** – other disasters.
- Code Evacuation – inform staff to evacuate by providing them with what exit to use and where to relocate OR if situation allows inform them to prepare to evacuate and standby for further instructions
- Code Medical - Medical emergency, give location of emergency. This is for employees, patients or visitors in need of immediate medical attention.
- **Code Green** – this is the all clear and allows re-entering of building.

It may become necessary to evacuate the facility due to

- a) internal disaster; b) external disaster c) prolonged interruption of utilities.

The authority to order an evacuation shall be vested solely in the Program Administrator or charge person as determined by chain of command (See addendum 1) or fire department.

The person(s) who discovers the emergency or possible dangerous situation must notify the charge person.

When an alarm sounds or when informed of an emergency situation;

- Charge person will proceed immediately to the emergency area and assess the situation and determine which course of action to execute.
- Charge person should have in their possession the following a hand held radio and a staff member, if available.

If evacuation is warranted the charge person or designee will inform staff of which exit is safest to use and where to relocate. After evacuation of building account for all patients and staff that where working in building.

- When assessing disaster situation(s) and if deciding it is necessary to evacuate, it may be possible to move patients to different areas of the building away from danger area without having to evacuate building. The deciding factor is never to put yourself or others at risk.

Examples of areas;

- behind fire doors on each floor away towards opposite end of emergency area
- another floor
- basement area
- Any part of the building that is safe and away from the danger area.

When it has been determined there is a need to evacuate, activate the evacuation plan and choose the safest escape route.

Evacuation Plan

Order of Evacuation

- Persons nearest the affected area shall be escorted to a safe location.
- Check all rooms to ensure no person(s) are left behind.
- Close all doors and windows in vacated rooms, if safe to do so.
- Move ambulatory patients nearest the affected area first.
- If evacuating building inform staff of which floor is to go first. What exit to use and where to relocate?

## TYPES OF EVACUATIONS AND THEIR RELOCATION SITES

### INTERNAL

- Behind Fire Doors on each floor(s) away from danger area
- Cafeteria
- Basement Area
- Auditorium
- Another floor that is safe and away from danger area
- Butte Convalescent Center call (723-6556) and notify them we need use of their basement area - farthest Northwest hallway.

### EXTERNAL

- Side walk on Continental Drive in front of building below flagpole
- Running Track behind building

- Butte Convalescent Center basement; call 723-6556 and notify them we need use of there basement area – farthest Northwest hallway. This facility is located next door.
- Webster Garfield School; 1050 S Montana; call 496-2150 (After regular business hours call Chuck Uggetti @ 782-1900 and notify them we need use of there facility and that we have a letter of agreement with them to use there facility as a emergency shelter. Note: Webster Garfield School is our first choice for an area wide evacuation.
- Montana State Hospital 693-7000.

#### A. Transportation

- External transportation; If it is determined patients need transportation to an external relocation site that is not within walking distance use facility bus, van, car (and staff vehicles if necessary) to transport. Keys for vehicles are located in medical emergency tote bag.

#### Notification of Personnel:

- When there is a need for additional staff to help with handling the situation, a master telephone callout list is provided in fire/disaster manuals, which are located on each floor. The person in charge will designate a staff member to begin the recall process.
- Employees will be called back in the following order: (see addendum 4).
  - a. Supervisory staff
  - b. licensed medical staff
  - c. counselors
  - d. treatment specialists
  - e. medical records
  - f. housekeeping

#### GENERAL INFORMATION ON EVACUATION PROCEDURE

- Life safety is the most important factor to keep in mind. Never put yourself or others at risk.
- Only exit building if it is safe to do so.
- Patients located in the vicinity of danger area should be moved to a safe area away from the danger area. All rooms should be checked and doors and windows closed, if safe to do so.
- Charge person or fire department will make evacuation decision.
- When alarm sounds or if notified by other means staff will work as a team in performing they're assigned duties or follow instruction of charge person.
- If the alarm sounds and no communication is broadcast over the intercom, support staff will look at fire panel located in front office to locate source of emergency and make announcement of location. When support staff is not on duty, it will be the responsibility of nursing staff to use fire panel to locate source of emergency and make announcement.
- Means of communicating with staff; If the PA system, phone system or alarm system fails, remember you have the use of hand held radios for communicating to staff.
- Means of notifying authorities; telephone, cell phone or another option is to go to BBC or Thriftway to use phone to alert authorities.
- Never re-enter the building once you have exited until charge person or emergency responding personnel give the all-clear signal.
- Never use the elevator in emergency situations.
- Stay towards wall side of stairs when exiting.
- A staff member shall always escort patients when being evacuated.
- When evacuating disabled and/or injured patients they shall be positioned at the end of evacuation line. This will

allow staff to aid in their evacuation.

- If smoke is present get on floor and crawl to safety.
  - Always feel doors with back of hand before opening. If it is cool to touch, open it slowly and be prepared to slam it shut if smoke/flames are on the other side. Reason for notifying 911.
  - This emergency number alerts the Butte Silver Bow Police Department, the Fire Department and the local Disaster & Emergency Services.
  - The Disaster and Emergency Services Coordinator will proceed with alerting the key personnel in the County/Municipal Emergency Operations Plan. The following agencies will be notified as necessary to assist in implementing the Disaster/Evacuation Plan; Law Enforcement Agencies: Police Department, Highway Patrol
  - To establish mobile communications between the facility and the evacuation centers.
  - To establish building security and traffic control.
  - Bomb Threat- One or two officers at the facility to assist Administrator/charge person in decisions regarding patient safety.
  - Fire Department:
  - Fire control and extinguishment.
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- Assist in patient evacuation.
  - Bomb threat- one or two officers at the facility to help coordinate and assist in decisions concerning patient s' safety.

#### Utilities:

- Gas, Water, and Electrical  
Inspections, shutoff and service restoration.

#### CASUALTIES;

- Should an explosion or some other instantaneous destruction demolish some section of the facility, the area will be closed to all personnel. They will not be allowed to enter the area for any reasons including removal of casualties or to obtain records.
- Specially trained Disaster Units who may ask for assistance from staff will direct casualty removal.
- Re-entering the area will not be allowed until it has been deemed safe by the responding Disaster Rescue Unit and verified by the Program Administrator or his designate.

Revisions

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Name

Title

Date

Approved By: \_\_\_\_\_ 01/01/02

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